



JOB DESCRIPTION

POSITION TITLE: Head Vault Banker
DEPARTMENT: Accounting
SALARY: DOQ
POSTING DATES: Until Filled

GENERAL RESPONSIBILITIES:

The Head Vault Banker is responsible for overseeing all vault operations within the casino. This role ensures the accurate handling, processing, and safeguarding of all cash and cash equivalents, maintaining adherence to internal controls and regulatory standards. In addition to managing vault operations, the Head Vault Banker will also serve as the primary trainer for all Vault Bankers, ensuring that team members are well-versed in operational procedures and compliance guidelines. The Head Vault banker will report to the Cage Manager.

RESPONSIBILITIES:

- Supervise daily vault operations, ensuring the accuracy of transactions, including cash counts, deposits, and disbursements.
- Manage the flow of currency and chips in and out of the vault to maintain proper inventory levels.
- Perform bank exchange to maintain cash flow designated to sufficient amounts to meet the requirements of daily casino transactions.
- Ensure proper reconciliation of vault transactions and prepare detailed reports for internal audits and compliance reviews.
- Oversee and perform vault balancing, verifying that all records are accurate and up-to-date.
- Monitor and enforce all vault security procedures, including compliance with internal controls and regulatory standards.
- Serve as the lead trainer for Vault Bankers, developing and delivering comprehensive training programs.
- Ensure all Vault Bankers are trained on handling currency, adhering to regulatory guidelines, and casino-specific procedures.
- Provide ongoing coaching and performance feedback to Vault Bankers, assisting in their professional development.
- Work with management to update training materials and procedures as needed to reflect any changes in operations or regulations.
- Ensure all vault operations comply with gaming regulations and internal control standards.
- Monitor security measures to protect assets and ensure proper authorization for access to restricted areas.
- Prepare and maintain all required vault documentation, including logs, reports, and records, in accordance with compliance guidelines.
- Work closely with the Cage Manager and other department heads to ensure efficient vault operations.

- Communicate with auditors and regulators during periodic reviews and audits.
- Address and resolve any discrepancies in a timely manner, reporting significant issues to management.
- Other duties as may be assigned.

QUALIFICATIONS AND REQUIREMENTS:

- High School Diploma or G.E.D.
- Preferred Ability to do heavy lifting (up to 50lbs)
- Some computer skills preferred
- Prior money handling experience preferred
- Experience in training or mentoring team members.
- Must consent to a background check in order to qualify for gaming license
- Must complete pre-employment drug testing
- Requires dependable, mature individual with excellent communication skills.

EMPLOYMENT STATUS:

Full-Time, permanent, hourly, Full benefit package. Native American Preference applies.

